

TOOLKEEPER  
TOOLKEEPER (RESTRICTED)

5285  
5281

## DEFINITION

Receives, stores, and issues tools, equipment, materials, and repair parts; and performs other duties related to the care and maintenance of a tool room and tool panels located in shop areas.

## TYPICAL DUTIES

Issues and receives tools, equipment, materials, and repair parts used by students and instructors. Maintains records of and reports loss or damage to items issued, and may collect money from students.

Maintains perpetual inventory records and takes or assists with the annual inventory of Board equipment and student-body supplies.

Marks, cleans, and performs minor maintenance and repair of tools and equipment.

Notifies maintenance personnel of items to be picked up for major repair and keeps necessary records.

Arranges a tool room, maintains it in a clean and orderly condition, and may build shelves, cabinets, and tool racks.

Observes stock levels and assists in the preparation of working copies of requisitions for stores and nonstores items by consulting instructors and catalogs.

Checks tool room deliveries for accuracy and completeness and may assist custodial personnel with the identification, sorting, and distributing of supplies for other shop classes.

May keep records of materials charged to jobs or to students.

May order, receive, and/or return welding gas cylinders and wiping rags from vendors.

May build teaching aids and storage facilities, paint machinery, service hydraulic jacks, and performs other duties on the instruction floor under the immediate supervision of an instructor.

May perform miscellaneous duties such as making stencils, issuing keys, maintaining a library of parts catalogs and equipment manuals, answering a telephone and taking messages, and assisting with the moving and stacking of steel and lumber.

May assist in the direct purchase of student-body-financed repair parts.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Toolkeeper is responsible for the care and maintenance of a tool room and tool panels and serves from one to three types of shop-subject classes. A Toolkeeper (Restricted) is assigned in accordance with Personnel Commission Rule 518 and performs Toolkeeper duties under close supervision and specific direction.

A Senior Toolkeeper is responsible for a centralized tool room serving four or more types of shop-subject classes or repair crafts.

## SUPERVISION

General supervision is received from a certificated department coordinator or chairman. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Names, uses, and care of common tools, materials, and equipment used in automotive, drafting, electric, electronic, machine, metal, diesel, aircraft, upholstery, and woodworking crafts  
Use of trade manuals and arts catalogs

### Ability to:

Perform clerical and manual operations required in a tool room with speed, accuracy, and safety  
Follow established policies and procedures in the issuance of tools, parts, and materials

### Special Physical Requirement:

Manual dexterity as required to service and make minor adjustments and repair of tools

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

One year of experience in the use and maintenance of tools or the operation of a tool room or parts room.